



Subject: **TRAINING COURSES AT SECRETARIAT TRAINING INSTITUTE,
ISLAMABAD.**

The Secretariat Training Institute has invited nominations for the following (Part-Time) training courses:-

Sr. #	Name of Training Course	Last Date
i.	One-Week (Part-Time) “ Capacity Building/Refresher Training Course ” for Assistants & Equivalent from 05-11-2012 to 08-11-2012 for two hours daily from 09:00 a.m to 11:00 a.m .	30-10-2012
ii.	Two-Week (Part-Time) Training Course on “ Office Management ” for Officials (BS(11-16)) appearing in the Section Officer Promotional Examination,2012 from 12-11-2012 to 23-11-2012 for two hours daily from 09:00 a.m to 11:00 a.m.	30-10-2012
iii.	One-Week (Part-Time) Training Course on “ Microsoft Access ” for Government Servants(Assistant, Helpdesk Assistant ,DEO, Computer Operator, Data Processor, Stenotypist, Stenographer, PA/PS & Equivalent) from 12-11-2012 to 16-11-2012 for two hours daily from 9:00 a.m to 11:00 a.m.	02-11-2012

2. Nominations of the suitable officers/officials may be forwarded to this Section with the approval of respective Senior Officers, as the last date mentioned therein.


(MARIA KAZI)
Section Officer (Admn-I)